OPI School Nutrition Programs

Administrative Update

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406-444-2501

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OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A+

July 26, 2017

Welcome back to school!

OPI School Nutrition Programs is excited to announce a new computer software system for SY2017-18. CNPweb has officially retired – and the Montana Agreement and Payment System (MAPS) is installed as its replacement. MAPS is a secure system requiring an assigned user ID and password to login. Your username and password will be the same for GEMS, DCA and MAPS. Please access MAPS at https://montanaopi.cnpus.com/Prod/Splash.aspx and complete your online agreement before September 30, 2017. If you have not been emailed a username or password or have trouble logging into the system, please call us.

All sponsors will be required to download, sign and upload a new certification of acceptance agreement (permanent agreement) into MAPS this year. Instructions on how to complete this process are included within this update. MAPS will be used to submit claims, report verification, log professional standards training hours and complete the administrative review process.

More instructions on how to navigate the software will be distributed as the year progresses. We will also begin making required program forms available in MAPS under *downloadable forms*, because the opi.mt.gov website is also updating to a new platform this fall.

Administrative Update – Contents of Packet
This update includes helpful program documents and information for successful implementation of School Nutrition Programs.

OPI School Nutrition Programs Staff Directory
Find contact information for all OPI School Nutrition Program and Montana Team Nutrition staff. We are happy to introduce Caroline Rowe as a new Specialist. Also, please note that our fax machine number has changed to 406.444.1488.

MAPS Instructions – How To Submit an Application
Use these instructions to submit your online application for SY2017-18. A sample copy of the certificate of acceptance agreement is included for your reference. A downloadable copy is available in the checklist summary section of the sponsor application packet.

2017-18 School Nutrition Programs Checklist
Use this checklist as a tool to meet all requirements for School Nutrition Programs. Please look for these forms on the opi.mt.gov website or in MAPS under *downloadable forms.*

Free and Reduced-Price Meal Application Materials 2017-18
The 2017-18 Free and Reduced-Price Meal Application from USDA is to be used by all pricing programs to determine student eligibility. If you make significant changes to meal application materials or use an online application, you will be required to submit a *Request to Change Meal Application Materials* form as a checklist item in MAPS. Be certain to reference the *Income Eligibility Guidelines* and the *Eligibility Manual for School Meals* manual when determining meal eligibility. Both documents are located at opi.mt.gov.

Computing Income for Self-Employed Individuals
This form allows self-employed individuals to complete the Free and Reduced-Priced Meal Application using information from the 1040 US Individual Income Tax Return Form. Full tax return documents should not be maintained by the school district. Provide this form to individuals as applicable.

Civil Rights Training Documentation
Civil Rights Training must be completed annually with all staff involved with School Nutrition Programs. *Civil Rights Training* can be found on the OPI School Nutrition Programs website.

Self-Review: Meal Counting and Claiming System
Remember to complete the annual Self-Review: Meal Counting and Claiming system **before February 1** at each school site where reimbursable meals are served.

What's New in School Nutrition SY 2017-2018
Learn about School Nutrition Program updates and reminders for the upcoming school year.

Professional Standards
Use this guide to understand minimum hiring standards for new School Nutrition Program Directors and annual continuing education requirements for all School Nutrition Program staff.

Continuing Education Opportunities
Save the Dates! OPI School Nutrition Programs will be hosting five, one-hour webinars in August from 1:00-2:00 pm and seven regional fall workshops in September. Join us for fun and learning. More information on training will be coming soon!

2017-18 Administrative Reviews
Administrative Reviews will be conducted at the following school districts during the 2017-18 school year.

Office of Public Instruction
School Nutrition Programs
Staff Directory

School Nutrition Programs, General Information
Phone: 406-444-2501
Fax: 406-444-1488
Mailing Address: Office of Public Instruction
School Nutrition Programs
PO Box 202501
Helena, MT 59620-2501

Contact	Phone	Email
Christine Emerson, Program Director	406-444-2502	cemerson@mt.gov
Teresa Motlas, Assistant Program Director	406-444-3532	tmotlas@mt.gov
Camille McGoven, Specialist/FFVP Manager	406-444-4415	cmcgoven@mt.gov
Emily Dunklee, Specialist/SFSP Manager	406-461-9917	edunklee@mt.gov
Jill Griffin, Specialist/Menu Analyst	406-444-3574	jgriffin3@mt.gov
Tara Ray, Specialist/School Breakfast Program Manager	406-431-2920	tray@mt.gov
Alison Wolf, Business Analyst/Direct Certification	406-444-4413	aliew@mt.gov
Cindy Giese, Child Nutrition Education Trainer	406-366-9829	cgiese@mt.gov
Tessa Bailly, Food Distribution Manager	406-444-4412	tbailly@mt.gov
Clay Hickman, Administrative Assistant (OPI)	406-444-2501	chickman@mt.gov
Caroline Rowe, Specialist	406-437-4688	caroline.rowe@mt.gov

Montana Team Nutrition, General Information
Phone: 406-994-5641
Fax: 406-994-7300
Mailing Address: Team Nutrition Program
Montana State University
PO Box 173370
Bozeman, MT 59717-3370

Contact	Phone	Email
Katie Bark, Montana Team Nutrition Project Director	406-994-5641	kbark@mt.gov
Molly Stenberg, Assistant Director/Nutrition Trainer	406-994-7217	stenberg@montana.edu
Aubree Roth, Farm to School Coordinator	406-994-5996	aubree.roth@montana.edu
Mary Ann Harris, Administrative Assistant (MTN)	406-994-5397	maryann.harris@montana.edu
Virginia Mermel, School Wellness Coach, Billings Area	406-661-2642	virginia.mermel@montana.edu
Jeanne Seifert, School Wellness Coach, Polson Area	406-939-1418	jean.seifert1@montana.edu

School Nutrition Program:
How-To Submit an Application in MAPS

MAPS is a secure system requiring an **assigned** user ID and password to login. You will have access to certain parts of MAPS depending on your role. Each user will have a unique user ID and password.

Authorized Representative—View Only.
Claim Contact— View, Modify Applications and Claims.
Food Service Director— View Only. Download forms and Modify Access in Food Distribution.

Login using the username and password that was sent to your email address by OPI.

Click the **School Nutrition Programs** tile.

Click **Applications** in the upper left corner to begin the online agreement.

School Nutrition Program:
How-To Submit an Application in MAPS

Click **Application Packet.**

Click the **2017-2018 School Year.**

Click **ENROLL** on the bottom of the screen.

School Nutrition Program:
How-To Submit an Application in MAPS

You are now in the **Application Packet.**
All items in the Application Packet will be listed. Lists vary based on sponsor participation.

Complete items in numerical order listed below.
Do not complete the items from top to bottom as listed on the screen.

1. Sponsor Application
2. Site Applications (Click School Nutrition Program)
3. Food Service Management Contract (if applicable)
4. Community Eligibility Provision (if applicable)
5. Fresh Fruit and Vegetable Application (if invited to participate)
6. Checklist Summary
7. ~~Meal Pattern Compliance Dashboard~~
   Note: The Meal Pattern Compliance Dashboard appears, but does not need to be completed in order to submit.

School Nutrition Program:
How-To Submit an Application in MAPS

1. Sponsor Application

Click **MODIFY** to start the Sponsor Application.

Fill out all fields in the Sponsor Application.
Click Save at the bottom of the screen.

The system will tell you if you have errors or warnings on the data entered in the Sponsor Application.

Errors: Click **Edit** to fix errors. Save data changes until there are no errors. *Cannot finish or submit with errors.*

Warnings: Click **Edit** to fix warnings. Can Save and Finish with warnings.

Click Finish.

School Nutrition Program:
How-To Submit an Application in MAPS

Access each section by clicking the blue word (Modify/Details) listed under the **Action** column.

2. Site Applications (Click School Nutrition Program)
3. Food Service Management Contract (if applicable)
4. Community Eligibility Provision (if applicable)
5. Fresh Fruit and Vegetable Application (if invited to participate)

Complete information within each section.
Click Save and Finish.
Repeat until each section is done.

Remember, the system will show errors or warnings in each section.

Errors: Click **Edit** to fix errors. Save data changes until there are no errors. *Cannot finish or submit with errors.*

Warnings: Click **Edit** to fix warnings. Can Save and Finish with warnings.

Click Finish.

School Nutrition Program:
How-To Submit an Application in MAPS

Click **Details** next to Checklist Summary.

Click **Sponsor Name** below the Sponsor heading.

Click on the **name of the form** to *download* a copy of OPI forms. **See page 7** for an example of the Certification of Acceptance Agreement (Permanent Agreement) and instructions on how to complete it.

Click on the **blue paper clip** to *upload* a document. This action opens a window that will allow you to select a file to upload from your computer. Select the appropriate file and click Save and Finish. The file will display as an attachment on the bottom of the page.

Check the **box** under **Document Submitted to MTOPI.** Enter **Date Submitted to MT OPI.**

Repeat these steps for each checklist item.
Once all items have been uploaded, click Save.

Please note:
Checklist items vary based on sponsor participation.

School Nutrition Program:
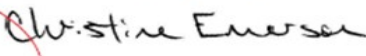
How-To Submit an Application in MAPS

6. Checklist Summary—Example Copy of the Certificate of Acceptance Agreement

The last School Nutrition Programs Certification of Acceptance Agreement (Permanent Agreement) was collected in 2002. The Agreement has been revised to meet current federal regulations. Please *download* the agreement from MAPS and use the example below to complete it. Next, scan and *upload* **the entire 14 page Agreement** into the Checklist Summary section of your Application Packet. See page 6 for download and upload instructions. The Agreement will be housed permanently in MAPS and will not need to be uploaded each year.

Summer Food Service Program (SFSP) Sponsors ONLY
Please note: SFSP Sponsors do not need to upload a Certification of Acceptance Agreement into MAPS for School Nutrition Programs, because one has already been submitted. Simply check the "Document Submitted to MTOPI" checkbox in the SNP Checklist Summary and click Save.

School Nutrition Program:
How-To Submit an Application in MAPS

Submit your application packet after all sections are completed and you see a green check mark.

If you see a red arrow, it means there are errors or incomplete data that needs to be fixed before your application packet can be submitted.

Click the red **Submit for Approval** button at the bottom of the Application Packet.

Click OK in the popup box that asks if you are ready to submit your application.

Your application packet is now submitted to OPI and is under review.

Important Notes

Once your application is approved by the State Agency:

You may revise your agreement to make updates. Each time a revision is started or submitted the OPI office will need to review and approve the revision.

Please note: The system will automatically create a revision each time you click Revise. If you accidentally click revise when you just want to view, please delete the revision.

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School Nutrition Programs Checklist
SY 2017-18

Use this document to check off School Nutrition Programs requirements as they are completed.
Assign individual responsibilities to staff and document the dates they are completed. Keep this checklist on file for reference.

Task	Deadline	Documentation	Date Completed	Who
Free and Reduced Benefits				
*Complete direct certification through the Direct Certification Application (DCA). Mail notice of direct certification to households.	Before school begins (ongoing)	Update Point of Sale		
*Mail households free and reduced (F/R) applications if **NOT** directly certified.	Start of school year (ongoing)			
*Approve F/R applications. Mail approval/denial notification to households.	Start of school year (ongoing)	Keep applications		
*Change the F/R students from the previous school year without a current application to paid status. Mail notification of change in eligibility.	30 school days after first day of school	Update Point of Sale		
Qualify for Community Eligibility Provision (CEP) if 40% of enrolled students per site are directly certified.	April 1	DCA		
Professional Standards				
Complete Professional Standards training hours.	Annually	Document training hours completed		
Attend a School Nutrition Programs Fall Workshop.	August/September	Document training hours completed		
Attend the annual Montana School Nutrition Association Conference.	June	Document training hours completed		
Verification (*Does not apply to Provision/CEP schools*)				
*Select households for verification.	October 1	Use the verification activity tracker		
*Complete verification and submit verification report (FNS-742).	November 15	MAPS		
Required Self-Reviews				
Self-Review: Meal Counting and Claiming System for both breakfast and lunch meal service at all sites.	February 1	Keep a copy		
If participating, conduct two After School Snack Program reviews.	First Four Weeks / Before End of Year	Keep a copy		
Fresh Fruit and Vegetable Program (FFVP) (*OPI invites districts to be a part of FFVP*)				
Schools are notified of FFVP eligibility in September. If participating, use FFVP allocation by June 30.	October 1 - June 30	Keep all receipts; submit FFVP claim in MAPS		
If an invitation was sent to your district, sign up for FFVP.	September	Complete FFVP application in MAPS		

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month, except months with less than 10 operating days.   If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).

School Nutrition Programs Checklist
SY 2017-18

Task	Deadline	Documentation	Date Completed	Who
Annual Requirements				
Update Sponsor/Site Information.	September 30	MAPS		
Complete production records.	Daily	Keep original records		
If breakfast is offered, complete breakfast outreach. Ex.: Send menus home, post menu on school website.	Start of school year (ongoing)	Keep a copy		
Submit public release to media.	Annually	Keep a copy; record date sent		
Request two sanitation inspections.	Annually	Record date of both inspections in MAPS		
		Post inspection report in publically visible place		
Complete Civil Rights training with all school nutrition program staff.	Annually	Keep for records using OPI documentation form		
*Complete Paid Lunch Equity Tool to assess paid meal prices.	Annually	Keep electronic copy		
*Complete Non-Program Revenue Tool to ensure revenue from sale of non-program food generates at least the same amount of revenue as they contribute to food cost.	Annually	Keep electronic copy		
Ensure all items sold during the school day meet Smart Snacks regulations.	Ongoing	Keep documentation of all items sold to students		
*Implement and review a district-wide charging policy.	Annually	Keep a copy		
Review and assess Wellness Policy.	Annually	Keep most recent copy		
Review and update HACCP plan. Have a copy at each school site where meals are served.	Annually	Keep a copy		
Develop and implement district-wide food service procurement procedures.	Annually	Keep a copy of procurement documentation		
Conduct outreach for the nearest Summer Food Service Program site.	Annually	Keep a copy		
Submit USDA Foods order and sign up for DOD Fresh in MAPS.	Dec — Jan	Keep bills of lading		
Other				
Private Schools: Submit Annual Financial Report	June	MAPS		

* Indicates requirements that may not apply to RCCIs/Provision 2/CEP schools.

All needed documents to complete these tasks can be found in MAPS.

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2017-18 Application for Free and Reduced-price School Meals
Complete one application per household. Please use a pen.

STEP 1 — List ALL CHILDREN in the household. If more space is required for additional names, attach another sheet of paper.

DEFINITIONS:

Children in Household:
Any infant, child or student up to 12th grade that lives in your household.

Household Member:
Anyone who is living with you who shares income and expenses, even if not related.

Child's First Name	MI	Child's Last Name	School	Grade	Student? Y	Student? N	Homeless (or) Runaway	Migrant	Foster

STEP 2 — Do any household members (including you) currently participate in one or more of the following Assistance Programs SNAP or TANF or FDPIR?

☐ **NO** If **NO** household member participates in SNAP or TANF or FDPIR, complete STEP 3.

☐ **YES** If **YES**, write your SNAP or TANF or FDPIR case number here and then go to STEP 4. Do not complete STEP 3. ⟶

MT Case #: ☐☐☐☐☐☐☐

STEP 3 — Report Income for ALL Household Members. Skip this step if you wrote a SNAP or TANF or FDPIR case number in STEP 2.

A. Child Income
Sometimes children in the household earn income. Please include the TOTAL income earned by all Child Household Members listed in STEP 1 here. ⟶ $ ☐☐☐☐ ○ Weekly ○ Bi-Weekly ○ 2X Month ○ Monthly ○ Yearly

B. Adult Income (including yourself)
List **ALL Household Members not listed in STEP 1** (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

First and Last Name of Adult Household Member	Earnings from Work	Weekly	Bi-Weekly	2X Month	Monthly	Yearly	Public Assistance/Child Support/ Alimony	Weekly	Bi-Weekly	2X Month	Monthly	Yearly	Pension/Retirement/ All Other Income	Weekly	Bi-Weekly	2X Month	Monthly	Yearly
	$	○	○	○	○	○	$	○	○	○	○	○	$	○	○	○	○	○
	$	○	○	○	○	○	$	○	○	○	○	○	$	○	○	○	○	○
	$	○	○	○	○	○	$	○	○	○	○	○	$	○	○	○	○	○
	$	○	○	○	○	○	$	○	○	○	○	○	$	○	○	○	○	○

C. Total Household Members (Children and Adults) ☐☐

D. Last Four Digits of Social Security Number (SSN) (Primary Wage Earner or Other Adult Household Member) X X X X X — ☐☐☐☐   Check if no SSN ☐

STEP 4 — Contact Information and Adult Signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Mailing Address _____ **Apt #** _____ **City** _____ **State** _____ **Zip** _____ **Daytime Phone and Email (optional)** _____

Printed Name of Adult Completing Form _____ **Signature of Adult Completing Form** _____ **Today's Date** _____

Collecting racial and ethnic information helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity:

☐ Hispanic or Latino

☐ Not Hispanic or Latino

Race:

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint filine_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (566) 632-9992.

Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

                  Office of the Assistant Secretary for Civil Rights

                  1400 Independence Avenue, SW

                  Washington, D.C. 20250-9410;

(2) Fax: (202)690-7442; or

(3) Email: program.intake@usda.gov

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Free/Reduced Price School Meal Application Income Guidelines					
Household Size	Annual	Monthly	Twice a Month	Every Two Weeks	Weekly
1	22,311	1,860	930	859	430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each additional family member	7,733	645	323	298	149

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Elsie Arntzen, Superintendent

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OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A+

Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals may report self-employment income for the free and reduced price meal application using a *1040 U.S. Individual Income Tax Return Form*.   The income to be recorded uses business income less operating expenses.

Deductions for personal expenses, such as interest on home mortgages, medical expenses, and other similar non-business items are <u>not</u> allowed in reducing gross business income.

Line **7** cannot be reported as current income. Line **22** (total income) and line **37** (adjusted gross income) may not be used for purposes of applying for free and reduced-price meals.

Use your *1040 U.S. Individual Income Tax Return Form* to determine allowable income:

Line 12: Business Income (or loss)   _____

NOTE: If any members of the household have income from wages or salary, the gross income from last month must be reported on the application form. This attachment is used only to report income from self-employment and/or farming.

Line 13: Capital Gain (or loss)   _____

Line 14: Other Gains (or losses)   _____

Line 17: Rental Real Estate, etc.   _____

Line 18: Farm Income (or loss)   _____

Total of above lines: _____

Losses (negative numbers) can be used to determine **total** income. If the total income is a negative number, record it as zero. **Enter total income** on the free and reduced-price meal application under the category labeled *All Other Income.*

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Elsie Arntzen, Superintendent
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CIVIL RIGHTS TRAINING DOCUMENTATION	
Date Provided	
Presenter	
Attendees *(list names)*	
Topics Covered *(a copy of the training may be attached)*	

Keep this form on file at the School Food Authority (SFA).
For questions, please contact School Nutrition Programs at 406.444.2501.

Self-Review: Meal Counting and Claiming System
Annual review for accuracy of the Point of Service system at each school under jurisdiction of the SFA.

Complete before FEBRUARY 1 each school year.

The purpose of this review is to ensure the site's claim for reimbursement is based on an acceptable meal counting system that yields the actual number of reimbursable free, reduced-price and paid breakfast and lunch meals served for each day of operation.

If any of the questions below are answered "NO," the SFA must ensure the school implements corrective action and conduct a follow up on-site review to determine if corrective action resolved the problem(s) within 45 days. Documentation of corrective action and follow up should be recorded at the end of this form.

School Name	
Self-Review Date	
Name of Reviewer	
Meal Service (Circle One)	Breakfast Lunch

Meal Counting System	YES	NO
1. Meal counts must be taken where complete meals are served to children. **Is the POS count taken at the end of the serving line, where a determination can be made that a reimbursable meal has been selected?** NOTE: If counts are taken at the front of the line, a staff person must monitor the end of the serving line to ensure all required components are selected for each student meal claimed for reimbursement. The following methods for taking meal counts are NOT acceptable: • attendance records or morning meal counts • tray counts • cash converted to meals • free, reduced or paid meals backed out of total meal count • counting/claiming number of meals ordered rather than number of meals served		
2. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
3. Is someone trained as a backup for the monitor and the meal counter?		

7 CFR 210.8(a)(1) SFAs
7 CFR Part 210.2 RCCIs

4. Is there a method for recording non-reimbursable meals (for example, meals not meeting meal pattern requirements, second student meals, adult meals, ala carte purchases, etc.) to distinguish them from reimbursable meals?		
5. Are meals charged to student accounts claimed on the day the meals are served?		
6. Are meals served to student workers charged and claimed in the student's correct category of approval (free, reduced, paid)? If school does not utilize student workers, skip this question.		
7. Do meals taken on field trips meet meal pattern requirements and is a POS meal count taken to ensure a reimbursable meal is selected by each student? If "NO" explain:		
8. Does the cashier know the policy for handling:		
a) Lost, stolen, and misused tickets/meal accounting numbers?		
b) Meals served to visiting students?		
c) Non-reimbursable (incomplete) meals?		
9. Did the person(s) responsible for monitoring meals receive training on meal pattern requirements and Offer versus Serve provision (if utilized at this school) this year?		
10. Are daily meal counts (for all serving lines, serving periods, etc.) accurately totaled, recorded and reported?		
11. Does the meal counting and claiming system prevent overt identification (any action that openly identifies children for free or reduced meal benefits in the school lunch or breakfast program:		
a) In the type of meal coding system used?		
b) By disallowing students to share/borrow tickets or meal account numbers in the cafeteria line?		
c) By assuring that if a school uses a checklist, the checklist contains the names of all students, not only those students who receive free and reduced meals, and there is no color coding or indication of a student's category of eligibility on the checklist? If school does not utilize a checklist, skip this question.		
12. Is there a backup system in place if/when the primary counting system is not available (for example, a paper roster)?		

7 CFR 210.8(a)(1) SFAs
7 CFR Part 210.2 RCCIs

Claim for Reimbursement	YES	NO
1. Is the school's POS count used to determine the school's claim for reimbursement? If "NO" explain:		
2. Was a daily edit check performed by the SFA prior to submitting the monthly claim for reimbursement? The edit check requires daily meal counts are compared to the number of eligible students in each category multiplied by an attendance factor. If daily meal counts are greater than the number of students eligible in each category multiplied by the attendance factor, the reason must be documented. Document reasoning here:		
3. Do the monthly meal count summary and the total of the daily meal counts match the meal counts reported in the monthly claim for reimbursement? If "NO" explain:		
Note: The following two questions are for all SFAs <u>except</u> for SFAs on Provision 2 or 3 in non-base years, CEP, or RCCIs with only residential children		
4. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals **by category** (free, reduced price, paid)?		
5. If applicable according to 7 CFR 220.11(d) are comparisons of daily free, reduced price and paid meal counts against data which will assist in the identification of breakfast counts in excess of the number of free, reduced price and paid meals served each day to children eligible for such meals completed?		
Readily Observable General Areas	YES	NO
Were any issues readily observed in relation to resource management?		
a) Maintenance of the Nonprofit School Food Service Account?		
b) Paid Lunch Equity?		
c) Revenue from Non-program Foods?		

d) Indirect Costs?			
Were any issues readily observed in other general areas?			
a) Free and Reduced Price Process – including verification, notification, and other procedures			
b) Civil Rights			
c) Reporting and Recordkeeping			
d) Food Safety			
e) Competitive Food Service			
f) Water			
g) Professional Standards			
h) SBP and SFSP Outreach			
i) Local School Wellness Policies			
j) Other			

Corrective action to be taken:

_____

_____

_____

_____

Corrective action will be implemented by:

Name	
Title	
Date	

7 CFR 210.8(a)(1) SFAs
7 CFR Part 210.2 RCCIs

FOLLOW UP Self-Review: Meal Counting and Claiming System

Name of Reviewer		
Date Conducted		

Corrective action implemented:

_____

_____

_____

Budget Reminders

Adult Meals: Revenue from Child Nutrition Programs cannot be used to subsidize adult meals. Schools must charge the minimum adult meal price, or cover the cost of meals with nonfederal funds. If meals are subsidized for non-food service staff, the subsidy should be identified as an employee benefit and as a source of revenue to the school foodservice budget.

Paid Lunch Prices: School Food Authorities (SFAs) must ensure that sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced-price meals. SFAs can either charge the minimum paid lunch price of $2.86 for SY2017-18, or use other non-Federal sources provided to the nonprofit school food service account.

Unpaid Meal Charge Policy – SP46-2016, SP47-2016, SP23-2017, SP29-2017

Starting July 1, 2017, all school districts must adopt a district-wide charging policy and communicate it, in writing, to households. It is up to districts to decide how they wish to handle unpaid meal charges, but the policy must be equally enforced. Keep in mind that overt identification of a student's free/reduced/paid status is strictly prohibited.

Visit the OPI School Nutrition Programs website at www.opi.mt.gov for more information, or call OPI School Nutrition Programs at 406-444-2501.

Wellness Policy – SP24-2017

District wellness policies must be updated annually and assessed every three years. Districts need to ensure the policy is updated and in compliance by June 30, 2017. The MT Team Nutrition Wellness Policy Assessment Tool can be used to help meet the assessment requirement. For more information contact Katie Bark, Program Director, at 406-994-5641 or kbark@mt.gov.

Procurement Policy – SP17-2012, SP 35-2012, SP09-2015, SP12-2016, SP24-2016, SP04-2016

School districts are required to follow federal procurement regulations outlined in 7 CFR 210.21 and 2 CFR 200.318. OPI School Nutrition Programs will conduct compliance monitoring to ensure food for school meals is competitively purchased and that schools are following standards of conduct that meet regulations.

Administrative Review Repeat Findings

If your district had menu review findings during your last Administrative Review, you will receive a letter outlining the errors. If the same error is found during your SY17-18 review, it is considered a repeat finding and will be subject to fiscal action.

If you have questions regarding this topic, contact Jill Griffin, Menu Analyst, at 406-444-3574 or jgriffin3@mt.gov.

opi.mt.gov

Professional Standards

What School Nutrition Program Employees (that's YOU!) need to know about Professional Standards

opi.mt.gov

School Nutrition Program Position	Required Training Hours
Program Director This person oversees all aspects of the School Nutrition Program in their district. This includes administering, planning, directing, assessing, implementing, and evaluating the program.	12 annual training hours
Program Manager Large districts that have a centralized kitchen and satellite kitchens often have a Program Manager for each satellite kitchen to oversee food production and service.	10 annual training hours
Program Staff working ≥ 20 hours/week. This is anyone that is employed to work in the School Nutrition Program.	6 annual training hours
All Program Staff working < 20 hours/week.	4 annual training hours
Any training that lasts 15 minutes or longer counts! "Teachable Moments" in your kitchen can be counted towards Professional Standards training hours.	

Training for Professional Standards is categorized into these 4 Key Areas

Nutrition: Menu Planning, Nutrition Education, General Nutrition.

  Example: How to read the ingredients list to confirm a menu item is whole grain rich.

Operations: Food Production, Serving Food (offer vs serve), Cashier and Point of Service, Purchasing/Procurement, Receiving and Storage, Food Safety and HACCP.

  Example: Learn about how much should be offered and how much should be served to make a reimbursable meal.

Administration: Free and Reduced Price Meal Benefits, Program Management, Financial Management, Human Resources and Staff Training, Facilities and Equipment Planning.

Communications and marketing: Communications, Marketing.

  Example: Share a Smarter Lunchroom technique you learned and want to implement in your School Nutrition Program.

Documentation of training hours must be available for Administrative Review.

An easy to use Professional Standards Training Tracking Tool is available here:

http://www.fns.usda.gov/school-meals/professional-standards

Hiring Standards for NEW School Nutrition Program Directors

Student Enrollment	Required Qualifications
≥10,000 Students Great Falls Elementary Billings High School	**Must have at least one of the following:** ☐ Bachelor's degree, or equivalent educational experience, with academic major in specific areas.* ☐ Bachelor's degree in any academic major, **and** a State-recognized certificate. ☐ Bachelor's degree in any academic major **and** at least 5 years experience in management of school nutrition programs.
2,500-9,999 Students Kalispell Public Schools Bozeman High School Belgrade Elementary Helena Elementary Missoula Elementary Butte Elementary	**Must have at least one of the following:** ☐ Bachelor's degree, or equivalent educational experience, with academic major in specific areas.* ☐ Bachelor's degree in any academic major, **and** a State-recognized certificate. ☐ Bachelor's degree in any academic major **and** at least 2 years of relevant experience in school nutrition programs. ☐ Associate's degree or equivalent educational experience, with academic major in specific areas,* **and** at least 2 years of relevant experience in school nutrition programs.
≤ 2,499 Students 51 Sponsors in Montana	**Must have at least one of the following:** ☐ Bachelor's degree, or equivalent educational experience, with academic major in specific areas*. ☐ Bachelor's degree in any academic major, **and** a State-recognized certificate. ☐ Bachelor's degree in any academic major, **and** at least one year of relevant experience in school nutrition programs. ☐ Associate's degree or equivalent educational experience, with academic major in specific areas,* **and** at least one year of relevant experience in school nutrition programs. ☐ High school diploma (or GED) **and** at least 3 years of relevant experience in school nutrition programs.
< 500 Students 199 Sponsors in Montana	**OPI School Nutrition Programs can approve a candidate who meets the educational standards as listed for schools with ≤ 2,499 students, but has less than 3 years of experience.**
* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.	

Save the Date
OPI School Nutrition Programs

Webinar Wednesdays

1:00-2:00 pm

August 2 · August 9

August 16 · August 23

August 30

To attend the webinar, click on the following link: Webinar Wednesdays

Fall Workshops

Billings · Sept 7

Great Falls · Sept 13

Lewistown · Sept 14

Miles City · Sept 20

Sidney · Sept 21

Missoula · Sept 27

Whitefish · Sept 28

Administrative Reviews SY 2017-18

Absarokee	Bozeman	Corvallis	Fortine	Kairos	Rosebud	Turner
Alberton	Broadview	Custer	Frenchtown	King Colony	Roy	Valier
Arlee	Brockton	Darby	Gildford Colony	Laurel	Scobey	Victor
Ashland	Browning	Denton	Grass Range	Lewistown	Seeley Lake	Whitefish
Ayers	Canyon Creek	Dodson	Great Falls	Lockwood	Shepherd	Yellowstone Boys & Girls Ranch
Belgrade	Cardwell	Dupuyer	Greenfield	Lolo	Shodair Hospital	Youth Dynamics
Belt	Cascade	Dutton Brady	Hardin	Lustre	Somers	Youth Services Center
Big Sky	Centerville	East Glacier Park	Harlowton	Manhattan	St Ignatius	Zurich
Big Timber	Chester JI	Ekalaka	Hays-Lodge Pole	Marion	St Jude Thaddeus School	
Bigfork	Clinton	Elder Grove	Hinsdale	Moore	St. Paul Mission School	
Blue Creek	Colstrip	Fishtail	Huntley Project	North Star	Stevensville	
Bonner	Columbia Falls	Florence Crittenton	Independent	Polson	Sweet Grass County HS	
Boulder	Columbus	Florence-Carlton	Intermountain Childrens	Potomac	Townsend	
Box Elder	Conrad	Forsyth	Judith Gap	Rocky Boy	Trinity Lutheran School	